Purſer's

INSTRUCTIONS.

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INSTRUCTIONS

For Mr Samuel Harding appointed PURSER of His Majesty's Ship the Argyle by Warrant from the Right Honourable the Lords Commissioners for Executing the Office of Lord-High-Admiral of Great-Britain, &c. Dated the 19th Day of December 1735

ARTICLE I.

Duty of the Purser.

YOU being the Officer who is entrusted with the Keeping and Distributing the Provisions out to the Ship's Company, are to observe the following Instructions.

II.

To Victual the Ship every Three Days in Petty-Warrant.

WHEN the Ship whereof you are *Purser*, is put into Commission, and ordered to be fitted out for the Sea, you are every Three Days, or as frequently as may be, to procure Warrants, signed by the Chief-Officer on Board, and Clerk of the Checque, for the Number of Men muster'd, during the Time that the Ship shall continue in Extra Petty-Warrant, which Warrant you are to deliver to the Agent for Victualing, and to see that the Ship be duely supplied: And you are to take Care that no Part of the Sea-Provisions be expended, while the Ship is in Extra Petty-Warrant.

Not to spend Sea Provisions in Petty-Warrant.

III.

To Victual none without a Note in Writing.

YOU are not to enter any Man's Name on your Books, nor supply him with Provisions, but by Note in Writing from the Clerk of the Checque, or the Commanding Officer on Board, which you must produce as a Voucher in passing your Accounts.

IV.

IV.

To get the Provisions, &c. on Board in Time.

YOU are to inform your self, from the Captain, of the Time the Ship is ordered to be Victualed for, and to take Care, that there be no Failure on your Part in timely Indenting for, and getting the full Quantity of Provisions, Water, Cask, Necessaries, *&c.* on Board.

V.

To receive none but good Provisions.

YOU are to take Care, that all the Provisions be sweet and good, and that the Cask be sound, otherwise to object against their being received into the Ship, without a Survey; You are particularly to note down in Writing the Marks of the Cask, and of the other Provisions which come on Board, that if any should prove Defective afterwards, you may be able to testify where, and when the same was received.

VI.

What Provisions the Ship cannot hold, to be certified, that the Remainder may be supply'd another Way.

IF the Ship cannot contain all her Provisions, you are to bring a Certificate, under the Hands of the Commander and Master, to the Commissioners of the Victualing or their Agent, specifying the Quantity of each Species received short of the Proportion ordered, and the Incapacity of the Ship to receive any more, to the end that the Remainder may be put on Board other Ships, or made good to you by Credit, Bills, or Foreign Coin, in which Case Notice will be given by the Commissioners of the Victualing to the Captain, who is to see that the Bills or Money be brought on Board by you, and duely applied.

VII.

To produce Certificates of the Provisions received on Board.

YOU are to procure Certificates, under the Hands of the Commander, Master, and Boatswain, of the Quantity of Provisions received into the Ship, which you must produce to the Commissioners of the Victualing, or to their Officer, without which, you will not be allowed to Indent for the said Provisions.

VIII

VIII.

YOU ſhall not diſcount any Part of the Credit on your Indents for Money; nor indent for freſh Supplies of any Species, before your Credit is ſatisfied.

Not to diſcount his Credit nor Indent anew till his Credit is ſatisfied.

IX.

YOU are to provide the Ship ſufficiently at all times with Coals, Wood, Turnery Ware, Candles, Lanthorns, and other Neceſſaries; to enable you to do which, His Majeſty allows Twelve-pence a Man a Month, whilſt the Ship is in Extra Petty-Warrant, and Fourteen-pence in Sea Victualing, unleſs the Complement be Sixty Men or under, in which Caſe you ſhall have Seventeen-pence a Man a Month, during the Time of Sea-Victualing. There is likewiſe allowed you, Four-pence a Tun for Drawage of Beer, and Two Shillings a Month Loading-Charges, and if the Ship bears more than Sixty Men, Ten Groats a Month Adze-Money, all which will be immediately paid you after ſigning your Indent.

To Provide the Ship with Neceſſaries.

Allowances to him.

X.

YOU are to be very careful, in looking into the good Order, Stowage, and Preſervation of the Proviſions, and to iſſue out firſt, ſuch Part thereof, as you ſhall perceive to be moſt liable to Decay, or which have the Marks of Old Proviſions, before you ſpend upon the New.

To ſee the Proviſions well ſtowed and the oldeſt ſpent firſt.

XI.

IN Caſe any of the Proviſions prove defective, and unfit for Uſe, you are to acquaint the Captain, who ſhall immediately procure a Warrant from the Commander in Chief, or give one himſelf (in caſe no other Ship be in Company) directed to Three (or more) Warrant-Officers to ſurvey the ſame, who, after due Inſpection made, are to draw out a Report of the Condition of the ſaid Proviſions upon the Back of the Warrant, according to the Form marked N° (1.) at the End hereof.

Bad Proviſions to be ſurveyed.

XII.

NO Officers of the Ship ſhall be employed in the Survey, if any other Ships be in Company. And if the Ship be

What Officers to ſurvey the Proviſions.

be alone in a Port where there are Naval Officers, then the Captain is to apply to have a Naval Officer joyned in the Survey.

XIII.

Condemned Provisions to be returned.

IF the Ship at the Time of the Survey, is at or near any Victualing Port, you are not to ſuffer any of the condemned Proviſions to be thrown over Board, except Cheeſe, but to return the ſame to the Agent of the Victualing. The like you are to do if the Ship be at Sea, and an Agent with Victualing-Veſſels be in Company. But if there be no Agent, or he ſhall refuſe to receive the condemned Proviſions (the Reaſon whereof he is to certify under his Hand) and the Surveyors ſhall give their Opinion, that the ſame are not fit to be kept on Board, (the Reaſons whereof they are likewiſe to certify under their Hands) you are then, being directed thereto by a Warrant from the Commander in Cheif, (or from your own Captain, if the Ship be alone) to cauſe the ſaid Proviſions to be flung over Board, Beer Cask being firſt fill'd up, taking the Certificate of the Surveyors of the Quantity ſo thrown away, which is to be written in Words at length at the Foot of the ſaid Warrant; and either your ſelf or your Steward, is to make Oath to the Truth of the ſame, the firſt Opportunity you ſhall have of doing it, as alſo, when, where, and from whom the ſaid Proviſions were received.

In what Caſes to be flung over Board.

XIV.

Proviſions condemned after the time they were to laſt, not to be allowed without ſufficient Reaſon.

IN Caſe any Proviſions ſhall be caſt by Survey, after the Time for which they were put on Board to ſerve, you are not to expect any Allowance on ſuch Surveys, without producing a very ſatisfactory Certificate, from the Captain and Officers of the Ship, why the ſaid Proviſions were not ſooner expended.

XV.

Condemn'd Butter not to be flung over Board.

CONDEMN'D Butter is never to be flung over Board, but to be returned into His Majeſty's Stores, unleſs the Boatſwain ſhall want any for the Ship's Uſe, in which Caſe you are to ſupply him with what is neceſſary, and ſee that he is charged therewith.

XVI.

XVI.

IF any Cask of Beer ſhall have leak'd out a Quantity, you are to apply to the Captain for a Warrant, directed to the Maſter, and Two (or more) other Officers of the Ship, (the Mate in this Caſe to be eſteem'd an Officer) for their Surveying the ſame; who are to report under their Hands on the Back of the ſaid Warrant, the Quantity leaked out in Words at Length, according to the Form mark'd N° (2.) at the End hereof, and to be very particular in giving the Reaſons and Occaſion of the Leakage. The Cooper is likewiſe to make Oath to the Truth of the ſaid Leakage, and that no Beer was drawn or pump'd out of any of the ſaid Cask, with his Knowledge, before the Time of Survey.

Leakage of Beer to be ſurvey'd.

XVII.

YOU are never to expect any Allowance for Leakage of Wine, Oyl, Brandy, Rum, or Arrack, but to ſee that the Cask be ſound, and full at their coming on Board, and to be anſwerable for the Care of them afterwards, there being proper Conveniencies made in the Hold for ſecuring the ſaid Liquors from any Abuſes, which are not to be employed to any other Uſe whatſoever.

No Allowance for Leakage of Wine, Oyl, &c.

XVIII.

YOU are to procure Duplicates of all Orders, Reports, Certificates, &c. relating to Surveys, atteſted under the Hands of the Surveyors, and to tranſmit the ſame by the firſt Opportunity to the Commiſſioners of the Victualing, reſerving the Original in your own Hands, for the paſſing your Accounts.

Duplicates of Surveys to be ſent to the Victualing Office.

XIX.

IF any Species of Proviſions falls ſhort, and the Want thereof is ſupplied to the Men, out of another Species, you are to take Care, when the Ship receives a Supply, to iſſue out the like Quantity of the Species that was wanting, and for the ſame Number of Days, inſtead of the other Species that was before iſſued in lieu thereof, that His Majeſty may not be put to an extraordinary Charge on that Account.

To replace one Species iſſued for another out of the next Supply.

XX.

XX.

Short Provisions in Cask to be surveyed.

IF any Cask of Beef, or Pork, shall fall short of the Contents marked on the Head, you must apply to the Captain for his Warrant to the Master, and to one, or more of the Mates, who shall survey the same, and report under their Hands, according to the Form marked N° (3.) at the End hereof, and either your self or your Steward, is to make Oath at the Foot of the Survey to the Truth thereof; and that none of the said Cask were opened, or any Pieces taken out, before the Time of the Survey, to the best of your Knowledge or Beleif. And it is further expected, that, with that Account, there be produced an exact Account kept of the Number of Pieces of Beef and Pork in all the Cask that shall be expended after such a Discovery, and a true Ballance thereof delivered to the Commissioners of the Victualing.

XXI.

Not to misapply the Provisions or Stores.

YOU are not to sell or make any undue Use of the Provisions or Stores under your Charge. And the better to discourage you from selling His Majesty's Provisions in dear Years, knowing you are not to pay more when Debtor on the Ballance of your Account than the settled Prices; You are to take Notice, that in those Years where the Price of any Species shall exceed the Sum usually charged on you in Debt, you shall be obliged to pay the full Value His Majesty gave for the Provisions, which is no more than reasonable, seeing that you cannot possibly fall into Arrears, but by your own ill Management.

XXII.

How to purchase Provisions abroad

YOU are not to purchase any Provisions in Places where there is an Agent or Contractor, or when there is a Likelihood of coming in their Way; but in case the Ship is in Want of Provisions in Foreign Parts, where there is no Agent or Contractor, you shall apply to the Captain, who is to cause the Remains to be surveyed by his Officers; and upon their Certifying, what is absolutely necessary to be supply'd, and the Reason of the Deficiency, shall

ſhall give his Warrant to you, to procure the ſame, which you are to do with the beſt Frugality, taking Care that the ſaid Proviſions be good and wholeſome. The Receipts of Payment for the Proviſions are to be witneſſed by Two Commiſſion or Warrant-Officers, and to expreſs the Quantity and Prices of each Species; and you are to procure a Certificate from the Governour or Conſul, where there are any, or elſe from Two or Three of the moſt eminent Merchants upon the Place, that the ſaid Bargains were according to the Market-Price.

XXIII.

Store-houſe Room and Commiſſion-Money not allow'd, nor Sloops or Boats but upon Neceſſity

YOU are to take Notice, that there will not be allowed on your Accounts, any Charge for Store-houſe Room, or Commiſſion. And as to Sloops or Boats, they are never to be hired, but upon indeſpenſible Neceſſity, and by your Commanders Orders; and you are to produce a Certificate from the ſigning Officers, ſpecifying the Occaſion of their being hired, and that they were not employed longer than was abſolutely neceſſary.

XXIV.

How to take up Money Abroad.

IF it ſhall be neceſſary for you to draw Bills of Exchange upon the Commiſſioners of the Victualing, either for Moneys taken up Abroad to purchaſe Proviſions, or for the Payment of Proviſions ſupplied by Merchants, the Money is to be taken up by Publication, and the Captain is to atteſt the Bills, that they are drawn upon Account of the neceſſary Victualing of the Ship, and by his Order; and you are to procure Certificates from the Governour, Conſul, or Merchants, as aforeſaid, of the Currency of the Exchange at that Time, which you are to tranſmit home with the Bills; and at the ſame Time, or as ſoon after as poſſible, to ſend to the Victualing-Office a diſtinct Account, how the ſaid Money has been laid out, with a Certificate from the Commander, Maſter, and Boatſwain, that the Proviſions charged therein to have been bought, were received on Board.

XXV.

How to paſs his Accounts of Diſburſements.

WHEN you return home, you are to deliver into the Victualing-Office, an Account Current of all your Diſburſements in Foreign Parts for the Service of the Ship, ſetting forth the Quantity and Price of every Species of Proviſions bought, together with the particular Charge attending the ſame, reduced into Engliſh Money, with your Affidavit at the Foot of the Account, that the ſeveral Sums therein mentioned were actually paid as againſt each Article expreſt, without any Profit to your ſelf, or to any Perſon on your Account, by Exchange or otherwiſe; and that the Quantity of Proviſions, charged therein, was the full Quantity, Engliſh Weight and Meaſure, and was all received on Board in Kind; and that you have not procured Proviſions of any Sort (except what hath been ſaved by the Ship's Company out of their daily Allowance) at the ſame Time and Place, on your own Account.

XXVI.

To be allow'd for Water purchas'd Abroad.

IF the Ship ſhall happen to be at a Place, where Water cannot be had without Money, you are, upon a Warrant from the Captain, to purchaſe what is neceſſary, taking Receipts witneſſed by Two Commiſſion or Warrant Officers, and a Certificate from the Captain, of the Quantity brought on Board.

XXVII.

To repair defective Cask Abroad.

IF the Caſk ſhall prove defective in Foreign Parts, where there is no Opportunity of returning them into Store, and receiving better, you ſhall employ your Cooper to repair and new trim the ſaid Caſk, without any Charge to His Majeſty for Workmanſhip. You ſhall keep a diſtinct Account of the Waſt of Staves, or Iron-Hoops, in making the Remainder ſerviceable; and your ſelf or the Cooper ſhall make Oath to the Truth thereof; upon producing which, with the Captain's Certificate of the Badneſs of the Caſk, the Neceſſity of Trimming the ſame, and the Quantity ſo Trimmed, it will be allowed you on your Account.

XXVIII.

To be careful of the Cask.

YOU are not to ſuffer any Caſk to be expended, or out for Extra Service, without an Order from the Captain in Writing, who is to give you likewiſe a Certificate, expreſſing the Quantity expended, when and for what Service. But you are to take Notice, that no Caſk uſed for Waſhing-Tubs, Steep-Tubs, or by the Cook, will be allowed as an Extra Expence, they being to be included in the Ordinary Allowance for Waſt; and all Caſk made Uſe of in the Tops, or Quarters, that are not cut, are not to be looked upon as expended, nor the Iron-Hoops on the Caſk, that are cut to ſtand between the Guns.

XXIX.

How to be allow'd for Provisions or Stores loſt.

IF any Loſs happens in the Proviſions or Stores, by Action with the Enemy, or other unavoidable Accident, you are to produce a Certificate from the Captain of what was ſo loſt, with the Occaſion of it; and your ſelf or ſome other, who was preſent, is to make Oath, that it did not happen through any Neglect or Default, nor that any Part of what was ſo loſt, could poſſibly be ſaved.

XXX.

To keep an exact Muſter Book.

YOU are to keep an exact Muſter-Book, of the Time of Entry, Diſcharge, Deſertion, Death, Attendance and Abſence of every Perſon belonging to the Ship, and to ſet off againſt their Names, the Slop Cloaths, Dead Mens Cloaths, Beds and Tobacco they have been ſupplied with, that ſo you may be able to vouch the Ticket made out by the Captain for any Man's Wages of the Ship. You are carefully to note down, on the Front of the ſaid Book, the Times of beginning and ending Petty-Warrant, or Sea Victualing, as alſo Short-Allowance, and the Nature and Quality of the ſaid Allowance, and what Money has been paid on that Account.

XXXI.

XXXI.

May ſell Tobacco to Seamen. IT is allowed to you, at ſuch Times as the Captain ſhall appoint, and in ſome publick Place upon Deck, to iſſue out to ſuch Seamen as do ſmoak, and ſhall deſire it, cut and dried ſweet-ſcented Tobacco, not exceeding Two Pounds a Month to a Man, at the Rates ſettled by the Navy-Board.

XXXII.

Not to victual Supernumeraries without Order. YOU are not to victual any Supernumeraries, but by Warrant in Writing from the Captain; and if the ſame be done in Purſuance of Orders the Captain has received, you are to procure from him an atteſted Copy of the ſaid Orders, as well as his own Warrant. You are to draw out on the Back of the ſaid Warrant, a Liſt of their Names, according to the Form marked N° (4.) at the End hereof, and to procure the Captain's Certificate at the Foot of the ſaid Liſt, of the Truth therof.

XXXIII.

How to victual other Ship's Men. WHEN you victual any other Ship's Men, by your Captain's Order, you are to demand Re-payment for the ſame from the Purſer of that Ship (unleſs they are checqued there out of Victuals) and in Caſe of Refuſal, to ſend by the firſt Opportunity a perfect Liſt of the ſaid Men's Names, and Time of Victualing, certified by your Captain, to the Victualing-Office.

XXXIV.

Not to ſpare any Proviſions or Stores without Orders. YOU are not to ſpare any Proviſions or Stores, to any other Ship, but by your Captain's Warrant in Writing, upon the Back of which, you are to take the Purſer's or Steward's Receipt, mentioning the Quantity of each Sort, in Words at Length, with the Time when, and Place where; and you are by the firſt Opportunity, to ſend a Copy of the ſaid Receipt, to the Commiſſioners of the Victualing.

XXXV.

XXXV.

YOU are to keep a Book of all Men ſent Sick out of the Ship, mentioning in proper Columns, their Number on the Ship's Book, Names, when and where ſent, when returned or diſcharged, and Number of Days abſent, which is to be delivered into the Office of the Comptroller of the Navy ; you are likewiſe to keep a perfect Slop-Book, Book of Dead Men's Cloaths, and a Tobacco-Book, which you are to deliver into the reſpective Offices, before the Pay of the Ship.

To keep a Sick-Book & Slop-Book.

XXXVI.

WHEN the Ship, whereof you are Purſer, returns from her Voyage into Port to be laid up, upon your ſending Notice to the Victualing-Office, there will immediately be ſent off Veſſels or Lighters, to bring away the Remainder of the Ship's Proviſions, together with the Caſk, Iron-Hoops, and Biſket-Bags ; and you are to ſend with the ſaid Proviſions your Steward, or ſome careful Perſon, to ſee the ſafe Delivery of them to the Agent, or other Officer appointed to receive them.

Victualing-Office to ſend Veſſels to bring away the Proviſions from the Ship, when ſhe is to be laid up.

XXXVII.

FOR preventing any Diſputes touching the Number of Staves, of which each Sort of Caſk ſhall be reputed to conſiſt when returned, it is to be obſerved, that each Butt returned, if ſhaken, ſhall conſiſt of no leſs than Twenty Six Staves ; every Puncheon of Twenty-Two ; every Hogſhead of Twenty, and every Barrel of Seventeen Staves, Heading included, whereof Two Pieces are to be reckon'd a Stave, always accounting each Stave above Forty Four Inches long, for a Butt Stave ; from Forty Four to Thirty Eight Inches, for a Puncheon Stave ; from Thirty Eight to Thirty Two Inches for a Hogſhead Stave ; and from Thirty Two to Twenty Eight Inches, to be reckon'd a Barrel Stave.

Number of Staves each Caſk is to conſiſt of.

XXXVIII.

No Receipts ſhall be given for Proviſions returned into Store, until a regular Survey be taken thereof, nor any Allowance for ſuch as is defective made to you, until you

Proviſions to be ſurvey'd, before return'd into Store

have made affidavit, that the ſaid Proviſions were received out of His Majeſty's Stores, or from Perſons under Contract with the Victualing-Office, (expreſſing the Time when, and Place where received) and that there was no Neglect on your Part, in the timely Iſſuing thereof. The like Oath is to be made by you, that all the Caſks, Staves, Iron-Hoops, and Bisket-Bags returned to the Office, were received out of His Majeſty's Stores, or from Contractors, as aforeſaid. As to Proviſions which are furniſhed under Warranty, ſuch as Beer, Butter and Cheeſe, you ſhall receive no Allowance for them, if they are caſt by Survey after the Time of Warranty.

XXXIX.

To paſs his Accounts within Six Months after the Ship is paid off.

YOU are to deliver in your Books and Papers ſo timely, that your Victualing Account may be paſs'd within ſix Months, after the Ship's being paid off at furtheſt; and when you deliver in the ſaid Accounts, you are to bring your Affidavit, that the Particular Quantities of every individual Species of Proviſions therein mentioned were actually delivered on Board the Ship in Kind, and that you did not receive any Money, or other Conſideration, in lieu of any Part thereof, nor was ſupplied with any more Proviſions or Stores, than what is there charged.

XL.

To repreſent any Complaints againſt the Officers, before the Pay of the Ship.

IF you have Cauſe of Complaint againſt any of the Officers of the Ship, with Relation to the Diſpoſition of the Proviſions or Stores under your Charge, you are to repreſent the ſame to the Navy-Board, before the Pay of the Ship, in order to their doing Right between them and His Majeſty, before the ſaid Officers receive their Pay.

XLI.

Not to ſign any Papers negligently

YOU are to be very careful, not to ſign any Accounts, Books, Liſts, or Tickets, before you have thoroughly informed your ſelf of the Truth of every Particular, contained in the ſame.

Of

Chapters *and Part of* Chapters
as inſerted in the Regulations and Inſtructions relating to His Majeſty's Service at Sea, viz.

Page. Article

EXTRACT *of the* Third Article *of* RULES *for the Cure of Sick or Hurt Seamen on Board their own Ships.*

THE Cooper may by the Captain's Direction, make out of any old Staves and Hoops, Buckets with Covers, for the neceſſary Occaſions of the ſick Men. 54. III. *Conveniencies to be made for Sick Men.*

Paragraph *out of the Chapter of* RULES *to be obſerved in ſending Sick or Hurt Seamen out of His Majeſty's Ships for Cure.*

IF any Sick Men ſhall be in Want of proper Neceſſaries at their going away from the Ship, he may order the Purſer to ſupply them with Slop-Cloaths. 56. III. *Captain may order the Sick Men Slops, if needful.*

Of the PROVISIONS.

ARTICLE I.

THERE ſhall be allowed to every Man, ſerving in His Majeſty's Ships, a daily Proportion of Proviſions according as is expreſt in the following Table, *viz.* *Allowance of Proviſions.*

	Biſket Pounds. Averdupoize	Beer Gallons Wine Meaſure.	Beef Pounds Averdup.	Pork Pounds Averdup	Peaſe Pint Wincheſt. Meaſure	Oatmeal Pint Wincheſt Meaſure	Butter Ounces	Cheeſe Ounces
Sunday	1	1		1	1 Half			
Monday	1	1				1	2	4
Tueſday	1	1	2					
Wedneſday	1	1			1 Half	1	2	4
Thurſday	1	1		1	1 Half			
Friday	1	1			1 Half	1	2	4
Saturday	1	1	2					

II.

To be ſhorten'd when the Service requires it.

I T is left to the Diſcretion of the Commanders of Squadrons to ſhorten the aforeſaid Allowance of Proviſions, according to the Exigence of the Service, taking care that the Men be punctually paid for the ſame. The like Power is given to Captains of ſingle Ships in Caſes of abſolute Neceſſity: But you are ſtrictly charged not to ſupply any Officer at whole Allowance, whilſt the Reſt of the Company are at Short, but all are to be equal in Point of Victualing.

III.

Change of ſome Species in Foreign Voyages,

IN Caſe it ſhall be thought for the Service to alter any of the aforegoing Particulars of Proviſions, in Ships employed on Foreign Voyages, it is to be obſerved, that a Pint of Wine or Half a Point of Brandy, Rum or Arrack, hold Proportion to a Gallon of Beer; Four Pounds of Flower, or Three Pounds of the ſame with a Pound of Raiſins; Half a Pound of Currants, or Half a Pound of Beef-Suet Pickled, are equal to a Four Pound Piece of Beef, or Two Pound Piece of Pork with Peaſe; Half a Pound of Rice is equal to a Pint of Oatmeal; a Pint of Olive-Oil, is equal to a Pound of Butter, or to Two Pounds of Suffolk Cheeſe; and Two-Thirds of a Pound of Cheſhire Cheeſe, is equal to one Pound of Suffolk.

IV.

Cask of Fleſh to have the Contents marked on the Head.

THE Beef provided for His Majeſty's Ships, is to be cut into Four Pound Pieces, and the Pork into Two Pound Pieces, and no unuſual Pieces are to be put up, ſuch as Leg-Bones, Shins of Oxen, Cheeks of Hogs, Oxe-Hearts, *&c.* and every Caſk of Proviſions is to have the Contents thereof marked on the Head.

V.

How the Fleſh Meat is to hold out in Weight.

AND to judge whether the Fleſh, ſerved to His Majeſty's Ships, holds out in juſt Weight, the following Rule is to be obſerved, *viz.* Every Twenty-eight Pieces of Beef, cut for Four Pound Pieces, taken out of the Caſk as they riſe, and the Salt ſhaken off, are to weigh

One

One Hundred Pounds Averdupoize; and every Fifty-ſix Pieces of Pork, cut for Two Pound Pieces, and taken out and ſhaken in the like Manner, are to weigh One Hundred and Four Pounds, and therefore, if according to this Standard, upon the weighing a whole Caſk of Beef or Pork, in the Preſence of Two or more of the Warrant-Officers of the Ship, there ſhall be found a Deficiency of Weight, the Captain may order you to iſſue to the Seamen ſo much more Beef or Pork, as ſhall make up the Deficiency; and upon producing the Oath of One of the ſaid Officers, together with the Commanders Certificate that you did by his Order, iſſue to the Ship's Company the like Number of Pieces of Beef or Pork, in lieu of the Shortneſs of Weight, you ſhall have Credit for the ſame upon your Accounts.

VI.

Beef to be iſſued in Defect of Pork.

IF it ſhall happen, that any of His Majeſty's Ships ſhall be in Want of Pork, the Captain is to order Three Pounds of Beef to be iſſued to the Men, in lieu of a Two-Pound Piece of Pork.

VII.

Flower and Suet in Lieu of Beef.

FOR the better Preſervation of the Health of the Seamen, it is ordered that on every Beef-Day, there ſhall be iſſued out to them a Proportion of Flower and Suet, in lieu of Half the Beef; but this is not to extend beyond Four Months Victualing at one Time, nor ſhall the Purſer receive any Allowance for Flower or Suet kept longer on Board than that Time. And there ſhall be ſupplied once a Year from the Victualing-Office, a Proportion of Canvas for Pudding-Bags, after the Rate of One Ell to every Sixteen Men.

VIII.

Only Three Months Butter and Cheeſe for Foreign Voyages.

IN the Victualing His Majeſty's Ships for Foreign Voyages, there ſhall be only ſupplied Three Months Butter and Cheeſe, the Remainder of thoſe Species, being to be made up in Olive-Oil; but for the *Mediterranean*, you are to be ſupplied with Credit, or Foreign Money (if Credit cannot be had) for procuring Oil Abroad.

IX.

Allowance of Water-Cask.

THERE ſhall be allowed to every Ship in Home Voyages, One Tun of Caſk for Water-Caſk, Iron-bound, with One Bundle of Wood-Hoops, and One of Flags, if required, for every Hundred Men *per* Month, and ſo proportionably; but in Foreign Voyages there ſhall be allowed ſuch further Quantity of Water-Caſk as the Ship can conveniently ſtow, or ſhall be thought neceſſary.

X.

Beer Cask to have the Contents marked on the Head.

IN Ships employ'd in Home Service, Half the Proportion of Beer ſhall be contained in Iron-bound Cask; but in Foreign Voyages, Three-Fourths of the Beer Cask ſhall be Iron-bound. And no Cask ſhall be uſed for Beer but what have been guaged by a Sworn-Guager, who is to mark on the Head the Contents in Gallons, Wincheſter Meaſure.

XI.

All Cask to be new for Foreign Voyages.

ALL Cask ſupply'd to Ships bound on Foreign Voyages, whether for Beer or for Water ſhall be new, to prevent any Occaſion of buying Cask Abroad.

XII.

Proviſions to be ſupply'd by Order of the Commander in Chief.

THOUGH all Warrants for Victualing do properly iſſue from the *Lord High-Admiral*, or *Lords Commiſſioners* of the *Admiralty*, yet if any of His Majeſty's Ships ſhall happen to come into Port in Want of Proviſions, the Warrant of a Commander in Chief ſhall be ſufficient to the Agent, or other Inſtrument of the Victualing, to ſupply the Quantity wanted; and in urgent Caſes, where Delays may be hurtful, the Warrant of the Captain of the Ship ſhall be of equal Effect.

Or of a Captain in urgent Caſes.

XIII.

Victualing Veſſels to be diſpatched and not ſtopped.

WHEN any Veſſels come on Board with Proviſions, or other Stores, they are not to be ſuffered to loiter by the Ships Side, but forthwith to be unladen and ſent away;

away ; nor ſhall the Captain of one Ship ſtop a Veſſel that is conſigned to another Ship, or take out any Part of her Lading.

XIV.

Proviſions to be ſent on Board without Charge to the Purſer, and deliver'd into the Slings of the Ship.

ALL Supplies of Proviſions are to be put on Board your Ship without any Charge to you, for Lighterage, Porterage, or otherwiſe, and with all the Diſpatch poſſible ; and the Maſters of the Veſſels or Lighters by whom the Proviſions are ſent, ſhall ſee the ſame put into the Slings or Tackles of the Ship they are conſigned to, by careful Men belonging to the Ship ; and ſhall likewiſe deliver to the Captain a perfect Bill of Lading under the Hand of the Victualing-Officer, that he may ſee if the Whole is brought on Board : But in Foreign Parts the Ships Boats are to perform theſe Services, when they can poſſibly do the ſame.

XV.

Proviſions damaged thro' Careleſsneſs, to be paid for.

IF any Proviſions ſlip out of the Slings, or are otherwiſe damaged or loſt by Malice or Careleſsneſs of the Ships Company, the Captain is to charge the Value againſt the Wages of the Offender, and give a Certificate to you, expreſſing how the ſame happened, with the Name of the Offender, and the Sum charged againſt him, that you may be allow'd it on your Accounts.

XVI.

No Proviſions to be refuſed 'till Survey'd.

NO Proviſions ſent off for the Supply of His Majeſty's Ships, ſhall be refuſed on Pretence of their long being old and unfit for Keeping ; but where there ſhall be reaſonable Grounds to object againſt any ſuch Proviſions, the Captain or Commanding Officer ſhall firſt cauſe the ſame to be ſurvey'd by the proper Officers, who are faithfully to report to him under their Hands the Condition thereof, and if the ſaid Proviſions ſhall then appear to be unfit for the Uſe of the Ship, he is to return them to the Officer of the Victualing who ſent them off, together with the Original Survey for his Juſtification.

XVII.

XVII.

Provisions to be frequently look'd into.

THE Captain is frequently to order the proper Officers to inspect into the Condition of the Provisions, especially in Foreign Voyages, and if the Bread proves damp, to have it air'd upon the Quarter-Deck, or Poop; and also to examine the Flesh-Cask, and if any Pickle be leaked out, to have New made and put in, and the Cask made tight and secure.

XVIII.

Provisions spared to another Ship, to be made good by a new supply from the Agent

IF the Purser of a Ship shall have supply'd the Purser of another Ship at Sea with Provisions, by Order in Writing from his Captain, the Receipt of the Purser who received the Provisions, together with the Captain's Order, shall be sufficient Warrant to the Agent, or other Instrument of the Victualing at the next Port the Ship shall put into, to supply him with the like Quantity, upon producing the said Order and Receipt.

XIX.

Fresh Meat twice a Week in Port.

WHEN any of His Majesty's Ships shall come into Port either at Home or Abroad, where there is an Officer of the Victualing, they shall be supply'd Two Days in the Week with fresh Beef or Mutton, one Day in lieu of Salt Beef, and the other in lieu of salt Pork, when it can be conveniently done, for which the Captains are to send their Boats. And it is to be observed, that Three Pounds of Mutton are to be accounted equal to a Four-Pound Piece of Beef, or to a Two-Pound Piece of Pork with Pease.

XX.

Prize Provisions may be issued to His Majesty's Ships if in want.

WHEN any Prizes shall be taken from an Enemy in Foreign Parts, and it shall be judged necessary by the Commander in Chief to supply the Wants of His Majesty's Ships out of their Provisions, the same shall be first regularly survey'd, and such Quantities thereof as shall be found

found good in their Kind, may be iſſued to the Purſers, and they be charged therewith: But no Part thereof ſhall be ſerved out to the Men, while any of His Majeſty's Proviſions of the ſame Species are remaining; nor ſhall any Allowance be made for the Damage that may accrue to them in Keeping. And, as to their Value, the ſame Price ſhall be paid, as is allowed to Purſers, who have Credit upon the Ballance of their Accounts.

Of the Payment of SHORT-ALLOWANCE-MONEY.

ARTICLE I.

The Captain to make out Short Allowance Liſts.

WHEN Money is ordered for the Payment of Short Allowance, or the Ship comes into Port to be laid up, the Captain with your Aſſiſtance, is to cauſe Three Liſts, with an Alphabet thereto, to be prepared according to the Form marked N° (5.) at the end hereof, containing the Names of the Officers and Seamen belonging to the Ship, within the Time of ShortAllowance; and after comparing the ſame with the Muſter and Sick Books, and being ſatisfied that they agree together, he is to ſend them ſign'd by himſelf, You, and the Maſter and Boatſwain, to the Commiſſioners of the Victualing, or to their Officer appointed to pay the ſame.

II.

To be paid every Three Months abroad.

BUT if the the Ship is in Foreign Parts, where there is no Agent-Victualer, the Captain ſhall cauſe the ſaid Liſts to be made out every Three Months, and duely examined and ſign'd; and after Caſting the Sums due to thoſe only who are then belonging to the Ship, into Money, he is to preſent the ſaid Liſts to the Commander in Chief, or ſenior Captain, who ſhall give his Warrant to you, to take up ſo much Money as the ſaid Total ſhall amount to, upon the beſt Exchange, and draw Bills upon the Commiſſioners of the Victualing for the ſame.

III.

Commander in Chief to atteſt Bills and Comptrol the Payment.

THE Commander in Chief or ſenior Captain, is to atteſt the Bills ſo drawn, and certify the Currency of the Exchange, and comptrol the Payment of the ſaid Money to the Ship's Company, and certify the Payment thereof at the Foot of the Liſts, and how much Money remains unpaid.

IV.

Surplus of Money to go to the next Payment.

BEFORE any ſucceeding Payments, the Commander in Chief or ſenior Captain, is to ſatisfy himſelf what Surplus remained in your Hands, after the preceeding Payment, and abate ſo much in his Warrant to you, to take up Money for the next Payment.

V.

Captain to do as the Commander in Chief if alone.

IF the Ship is alone, the Captain is to do what is directed in the foregoing Articles to the Commander in Chief, or ſenior Captain.

VI.

Purſer to ſend the Liſts home.

YOU are by the firſt Opportunity after a Payment, to tranſmit Home to the Commiſſioners of the Victualing one of the Liſts, and another by the next ſafe Conveyance.

VII.

The Ship's Company to have the Benefit of the Exchange.

ALL Money paid to Seamen in Foreign Coin for Short-Allowance, ſhall be paid them according to Sterling Value, and they ſhall have the Benefit of the Exchange.

VIII.

The buying Short Allowance Money *forbid.*

IT is ſtrictly forbid to all Officers or others, to concern themſelves directly or indirectly in buying the Seamen's Short-Allowance Money; and the Officer who has the Payment of the ſame, is charged to pay the Parties themſelves, without any Regard to Notes, or any other Obligation whatſoever.

IX.

IX.

WHEN the Ship's Company is at Six to Four Mens Allowance of all Species, they are to have Two-pence a Man a Day, and the Prices eſtabliſhed for Caſting what ſhall become due to the Men for being at Short-Allowance of moſt or any few particular Species, are as follows, *viz.* *Prices Eſtabliſhed for Caſting* Short-Allowance

Value of the whole Proportion,

	per Week. *d.*	*per* Day *d.*
Bread	$8\frac{3}{4}$	$1\frac{1}{4}$
Beer	$10\frac{1}{2}$	$1\frac{1}{2}$
Beef	8	$1\frac{1}{7}$
Pork	6	$\frac{6}{7}$
Peaſe	$1\frac{1}{8}$	$\frac{9}{56}$
Oatmeal	$2\frac{1}{4}$	$\frac{9}{28}$
Butter	$1\frac{5}{16}$	$\frac{3}{16}$
Cheeſe	$1\frac{5}{16}$	$\frac{3}{16}$

A proportionable Part of which is to be paid to the Men, for what ſhall become due to them, as One-Third of the Money, of any Specie, for their being at Two-Thirds Allowance thereof, or Half for their being at Half-Allowance of any Specie, or the full Money for any Specie where the whole Specie is due to them: But for a more eaſy and plain Method of Caſting what ſhall become due to each Man, a Table in Fractions with a Common Denominator, alſo ſeveral Examples of the Uſe thereof as hereunto annexed: And you are to obſerve no Credit is to be given for the Fractions of a Penny due to each Man for the full Time, the ſame never being to be paid to the Men; nor are the Liſts to be caſt into Money for any more Men than are actually born and intituled to the Payment then to be made, no Money being to be paid but to the Parties themſelves, each Payment to be ſolved thus + Party.

How to be paid the Men.

Table of Fractions for Caſting it.

To be paid only to the Parties themſelves.

The

The FORM *of a* Bill *of* Exchange, *and of the* Certificate *required thereon.*

Jamaica *or* Berbadoes. } 31 May, 1731.

Form of a Bill of Exchange and Certificate.

AT *Thirty Days* Sight *of this my First Bill of Exchange* (*my Second or Third of the same Tenor and Date not being paid*) *Please to pay to* or Order, *the Sum of* One Hundred Pounds *Sterling*, *Value received of* *for paying the* Short-Allowance-Money *due to His Majesty's Ship the* Exchange *at* One Hundred *and* Pounds, *for* One Hundred Pounds *Sterling*.

To the Commissioners for Victualing
His Majesty's NAVY.

I *Do hereby Certify, That this Bill is drawn for the Service above-mention'd, and at the present* Current Exchange.

FORM *of the* Certificate *required on the* Short-Allowance Lists.

Form of a Certificate required on the Short Allowance Lists.

THESE *are to Certify, That* Purser *of His Majesty's Ship the hath paid on Board the said Ship, at to her Company, the* Short-Allowance Money *due to them, between the and the as against each of their Names expressed, in the aforegoing List, amounting in the Whole to the Sum of* One Hundred *and* Pounds Shillings *and* Pence. *Dated on Board the said Ship at the Day of* 1731.

AB -- Captain. CD -- Purser.
EF -- Master. GH -- Boatswain

Note, The Qualification of each Officer is to be set against his Name, as above, and in Case any signing Officer's Hand is wanting, the particular Reason is to be inserted, why the same could no be had. Com-

Commanding Officer's *Certificate.*

Commanding Officers Certificate.

THIS is to Certify, That the aforesaid Sum of was actually paid to the respective Persons, as against each of their Names expresst, in my Presence, and that there is remaining in the Purser's *Hands unpaid away of the Money drawn for this Service, the Sum of*

A TABLE,

SHEWING the Value of One Day's Allowance of each Species of Provisions to a Man, as also the Proportion thereof for Half-Allowance, or Two-Thirds Allowance, at the Prices established, the Fractions being reduced to a common Denominator 672, which is One Penny.

TABLE for Casting Short Allowance.

	Value of the whole Specie.	Value of Half Allowance.	Value at $\frac{2}{3}$ Allowance $\frac{1}{3}$ being then due.
Bread	840	420	280
Beer	1008	504	336
Beef	768	384	256
Pork	576	288	192
Peafe	108	54	36
Oatmeal	216	108	72
Butter	126	63	42
Cheefe	126	63	42
	3768	1884	1256

The Use of this Table is as follows, according to what Allowance of Provision the Ship's Company may have been at, for any Time without Variation, take out the Sum set against each Specie for the same Rate of Allowance, whether for a whole Specie due, One-Half, or One-Third, add all together, and multiply the same by the Number of Days you have been at that Allowance, and divide the Product of the Multiplication by 672, and the Quotient of the Division shews the Number of Pence due for the Time.

EXAMPLES.

Began $\frac{2}{3}$ *Allowance of all Species (Beer excepted) the* 1st *of* May, *Ended the* 31st.

Total of Fractions at $\frac{2}{3}$ Allowance ----- } 1256
Deduct Beer ------- 336

920
31 Days

920
2760

672)28520(42, or 3*s.* 6*d.* $\frac{336}{672}$ due to each Man for the Time
1640

296

Began $\frac{2}{3}$ *Allowance of Bread, Beef, and Pork, the* 1st *of* June, *and Ended the* 25th.

Take for Bread --- 280
Beef ---- 256
Pork --- 192

728
25 Days

3640
1456

672)18200(27, or 2*s.* 3*d.* $\frac{536}{672}$
4760

56

Began

Began 1 *Allowauce of Bread, Beef, Pork, Peaſe, Oatmeal, Butter, Cheeſe, and drank Water, the* 26th June, *and continued to the* 15th July *following.*

Take for	Bread	280
	Beer	1008
	Beef	256
	Pork	192
	Peaſe	36
	Oatmeal	72
	Butter	42
	Cheeſe	42
		1928
		20 Days
		672)38560(57, or 45. 9*d.* 256/672
		4960
		256

Began 2/3 *Allowance of Bread, Peaſe, and Oatmeal, and Half-Allowance of Beer, Beef, and Pork, the* 16th *of* July, *and Ended the* 31ſt *of* Auguſt.

Take for	Bread	280
	Peaſe	36
	Oatmeal	72
	Beer	504
	Beef	384
	Pork	288
		1564
		47 Days
		10948
		6256
		672)73508)109,-or 9 *s.* 1 *d.* 260/672
		6308
		260

Of

Of SLOP-CLOATHS.

ARTICLE I.

Slops not agreeing with the Sample to be rejected

WHEN any Slop Cloaths or Bedding, are ſent on Board a Ship that is fitting out for the Sea, one Parcel ſhall be of ſuch as have been View'd, and Marked with the *Navy-Office* Seal, by which Pattern the Captain, with the Aſſiſtance of the Maſter, Boatſwain, and your ſelf, is to compare the Reſt ſo ſoon as they come on Board, and to return back whatever Goods do not agree in Kind or Goodneſs with the Sample: But if the Ship ſails before the Examination can be taken, you are not to iſſue any inferior Goods to the Men, but to return them to the Contractor, or his Agent, when you come into Port, unleſs there ſhall be an extraordinary Occaſion, and then they muſt be rated by the Officers, with Abatements proportionable to what they are Inferior to the Pattern.

If not examined and any prove inferior in Goodneſs to be returned or abatement made in the Price.

II.

Seamen may have Slops as far as a Month's Wages in Time of Preſs.

If any Seaman ſhall be brought on Board to ſerve His Majeſty in Time of a Preſs, and he ſhall be deſtitute of Neceſſaries, the Captain may order him immediately to be ſupplied with Cloaths or Bedding, not exceeding One Month's Pay in Value.

III.

May have Slops once in Two Months as far as Ten Shillings Va'ue.

NONE are to receive a ſecond Supply, until they ſhall have ſerved full Two Months, and then not to above the Value of Ten Shillings, whether it be in Slops or in Bedding, and ſo in proportion every Two Months Ten Shillings more, if they ſhall want Neceſſaries, to the end of the Voyage.

IV. ALL

IV.

ALL Slop Cloaths, Dead Mens Cloaths, and Bedding, are to be iſſued out to the Men publickly upon Deck, in the Preſence of the Officers and Company: And as on the one Hand, the Captain is not to ſuffer any One to be ſupplied with them, who is not really in Want; ſo is he to oblige thoſe who are ragged, or in Want of Apparel or Bedding, to receive ſuch Neceſſaries as they want, not exceeding the aforegoing Regulation.

Slops to be iſſued out publickly.

V.

THE Captain is to take care to Note upon his Muſter and Pay Books, the Value of the Cloaths or Bedding every Man ſhall have been ſupplied with; and likewiſe to keep a ſeperate Slop-Book, according to the Forms marked N° (6) N° (7) and N° (8,) at the End hereof; and before the Payment of the Ship, or on his removal, he is to ſend the ſaid Book to the Comptroller of the Navy, ſigned under his own Hand, and alſo by the Maſter, Boatſwain, and your Self, or any Two of them.

Captain *to keep a Slop-Book.*

VI.

UPON the Diſcharge of any Man by Ticket, the Captain is to take Care, that there be noted on the Ticket, in Words, the Value of the Cloaths he has been ſupplied with.

Value of Slops to be noted on Seamens Tickets

VII.

IN Caſe the Neceſſities of the Men ſhall require the Buying of Cloaths in Foreign Parts, the Captain is to ſee that they be as near the Kinds uſed in the Navy as poſſible, and that moderate Rates be ſet upon them. He is to ſend by the firſt Opportunity, an Invoice of the ſaid Goods, with the Prices to the Navy-Board, and to charge them diſtinctly in his Books, as he does the other Slops, under the Head of the Perſon ſupplying them.

Captain *to procure Slops in Foreign Parts if neceſſary.*

VIII.

Contractors to allow Twelve pence in the Pound for keeping the Slops.

Contractors for Slops are to allow you Twelve-pence in the Pound for your Pains in keeping and iſſuing out their Cloaths, and managing their Accounts. But if any Difference ariſes between you, the Contractors are at Liberty to intruſt their Goods to the Charge of the Maſter, or any other Officer of the Ship.

XI.

Perſon who keeps the Slops to be accountable to the Contractors.

Yourſelf, or other Officer intruſted, ſhall enter into Bond to the Contractors for the faithful Diſcharge of your Truſts, and at the end of the Voyage, and before the Payment of the Ship, to render them a juſt Account of the Goods committed to your Charge; and not to receive the Payment of your Wages, without Certificates from them, of their having no Claims upon you.

X.

No more Beds to be demanded than are neceſſary.

BEDDING being furniſhed by his Majeſty, the Captain muſt demand no more Beds than he foreſees will probably be iſſued, and take Care that thoſe which are ſent on Board be anſwerable in Goodneſs and Dimenſions to the Contract. If any remain unſold at the End of the Voyage, you are to deliver them into the Charge of the Store-Keeper of the Yard where the Ship is laid up.

XI.

Dead Men's Cloaths may be ſold.

WHEN any one dies on Board, his Cloaths and other Effects in the Ship may be ſold by Auction, and the Produce thereof charged againſt the Names of the Buyers, on the Muſter and Pay-Books, and a diſtinct Account kept of the ſame in the Slop-Book, expreſſing the Perſon's Name that died; the Particulars of the Effects; the Rates they were ſold at; and the Buyers Names with their Numbers on the Books; to the End that the Pay-maſter may deduct and detain the Money for the Uſe of the Executors or Adminiſtrators of the Deceaſed. You are to be allowed Twelve-pence in the Pound for your Pains, and to give the

the Executors or Adminiſtrators of the Deceaſed a particular Account of Cloaths ſold, and to whom, *&c.* in Order to its being examined, and certified from the Pay-books, for Payment.

XII.

Seamen to be reſtrained in purchaſing dead Officers Cloaths.

NO Seamen ſhall be permitted to bid for dead Officers Cloaths that are above their Wear, or be ſuffered to bid for any Effects beyond their real Value, according to the Judgment of the Maſter and your ſelf, who ſhall be preſent ; nor purchaſe more than the Wages due to them can anſwer, agreeable to the Allowance of Slop-Cloaths.

XIII

On Death, &c. of a Purſer, Slops to be ſurveyed and delivered to the Succeſſor.

UPON the Death or Removal of a *Purſer*, a Survey is to be taken by the ſame Officers who ſurvey the Proviſions and Stores of the Slops, dead Men's Cloaths, and Bedding that remained in his Hands, which are to be delivered over to the ſucceeding *Purſer* by Inventory, and a Copy entred in the Slop-Book, ſigned by the Officers employed in the Survey.

EXTRACT

EXTRACT of ſundry Articles *in the* Captain's GENERAL INSTRUCTIONS, *relating to the* Purſer's *Duty.*

Pag. Article

19. VI. *To require from the Purſer Counter-parts of his Indents.*

THE Captain is to require from the *Purſer* Counter-Parts of his reſpective Indents, which he is to deliver to him forthwith after Signing.

19. VII. *To take an Account of all Stores & Proviſions that came on Board.*

HE is to take Care that his Clerk be preſent, and take an Account in Writing of all Stores and Proviſions that come on Board, and when; which Account he is afterwards to compare with the Indents, to ſatisfy himſelf if the Whole has been received in Kind, or allowed in Credit; which laſt is not however to be admitted, but where the Neceſſity is evident.

19. VIII. *To be a Cheque on his Officers & audit their Accounts.*

HE is to keep Counter-Books of the Expence of the Ship's Stores and Proviſions, to the End that he may always be able to know the State and Condition of the ſame. He is to audit the Accounts of the Officers intruſted with the Stores and Proviſions, once a Week, and to ſign ſuch Allowances as he makes thereupon, taking Care not to paſs any Articles that are unduly charged. And, at the End of the Voyage, he is to deliver the ſeveral Books which he has kept of the Expence of Stores and Proviſions, into the proper Offices, ſigned by himſelf, the Maſter, and by each Officer to his reſpective Counterpart.

21. XI. *To be preſent at Muſters and aſſiſt the Clerk of the Cheque.*

He is to be preſent at all Muſters of the Ship's Company, by the Clerk of the Cheque or Muſter-Maſter, and to make the ſame Annotations, as they do againſt the Men's Names, on his own Books. He is to be aſſiſting to them in the Execution of their Office, and ſee that the *Purſer* do furniſh them with perfect Muſter-Books.

HE

Pag. Article

24 XVII *How to uſe Tickets.*

HE is to make out Tickets for all ſuch Seamen as ſhall be diſcharged from his Books, which are to be ſigned by himſelf, the Maſter, Boatſwain and Puſer, or Reaſon ſhewn upon the Ticket of the Omiſſion of any of their Hands, and the Gunners and Carpenters are likewiſe to ſign for their reſpective Crews.

26 XXII. *Not to ſpare any Stores or Proviſions without Order.*

HE is not to ſpare any Proviſions or Stores to any of His Majeſty's Ships, but where the Neceſſity is evident, and always to give his Officers a Warrant in Writing for it.

28 XXXII. *None to ſuttle Aboard.*

HE is not to ſuffer any Perſon whatſoever to ſuttle, or ſell any Sort of Liquors to the Ship's Company, nor any Debts for the ſame to be inſerted in the Slop-Book, under Pretence of Cloaths or Tobacco iſſued to the Seamen.

39 LVI. *Stores of Officers dead or removed, to be ſurveyed.*

WHEN any Officer, who has the Cuſtody of Stores or Proviſions, ſhall dye, or be removed or ſuſpended from his Employment, he is to cauſe an exact Survey to be forthwith taken of the Remains of ſuch Stores or Proviſions, and an Inventory of the ſame, in Words at Length, to be atteſted and ſigned by the Succeſſor, (who is to keep a Duplicate thereof) and alſo by the ſurveying Officers, (who are to be ſo exact and careful in taking the Survey, as to be juſtified on Oath, if required) which he is to tranſmit, by the firſt Opportunity, to the proper Office, to remain there as a Charge againſt him.

41 LXII. *To make up his Pay-Books.*

WHEN Orders ſhall come for laying up the Ship, he is, before he leaves her, to prepare Five Pay-Books, with the Aſſiſtance of his Purſer; according to the Form mark'd N° (9.) at the End hereof, together with Three Alphabets; taking care that the Pages of the Pay-Books do agree together in the Number of Names, and to tranſmit the ſame without any Delay to the *Navy-Board*, ſigned by himſelf and ſigning Officers, that His Majeſty may not be put to an unneceſſary Charge in continuing the Ship in Pay for Want thereof, and he, and his Officers, are to attend the Payment of her.

Paragraph out of the Eſtabliſhment *of* Sea-Wages.

Pag. Article

146 X. *Commiſſion or Warrant Officers quitting Abroad without Cauſe to be diſmiſſed.*

COmmiſſion or Warrant-Officers quitting their Employments Abroad, without ſuch Reaſons as ſhall be ſatisfactory to the *Lord High-Admiral*, or *Lords Commiſſioners* of the *Admiralty*, ſhall be diſmiſt from the Sevrice.

Paragraphs out of the Chapter *of the Number of* Men *or* Servants *allowed to* Officers.

148 VI. *Age of Servauts.*

NO Servant ſhall be allowed to any Officer on the Ship's Books, who is under Thirteen Years of Age, unleſs he be the Son of the Officer, and he not to be under Eleven.

148 VII. *Servants to ſtanding Warrant-Officers to be bound by Indenture.*

NO Servant ſhall be allowed to ſuch Warrant-Officers, who, by the Conſtitution of the *Navy*, are ſtanding in the Ship, and are allowed Servants in Ordinary, but who are bound to them by Indenture, for at leaſt Five Yeas, the ſaid Indentures to be inrolled in the *Navy-Office*.

148 VIII. *Officers to receive no Wages but for their own Servants.*

ALL Officers are ſtrictly charged to conform themſelves to theſe Regulations, and not by Miſ-Ratings, or colluſive Powers, to receive the Wages of any more than their proper Servants.

No (1.)

Form of a Survey on Decayed Proviſions.

Purſuant to the Order on the other Side, We whoſe Names are hereunto ſubſcribed have been on Board his Majeſty's Ship the and taken a ſtrict and careful Survey of the Proviſions complained of, and find them as followeth, *viz*,.

Mark	Number	Contents.

Here the particular Species found defective, with the exact Quantity of each Sort, are to be inſerted in Words at Length, and not in Figures; and againſt each Specie is to be ſet down the true Nature of the Defect, with the Reaſon or Occaſion thereof, and alſo whether the ſaid Proviſions are proper or fit for Men to eat or drink, or to be kept on Board the Ship, or not. And in the Margin is to be ſet down the Marks, Number, and Contents of each Caſk, and the Marks of the Firkins of Butter and Cheeſe.

ALL which Proviſions we find to be as above ſpecified. And we do alſo declare, that we have made and taken this Survey with ſuch Care and Equity, that, if required, we are ready to make Oath to the Impartiality of our Proceedings. In Witneſs whereof we have hereunto ſet our Hands on Board the ſaid Ship this Day of Anno Dom. now lying or being --- (Here the Place or Port to be inſerted where the Ship was at the Time of the Survey.

N° (2.) Form of a Report upon a Survey of Leakage of Beer.

Quantity leaked out of each But.	The particular Occasion of the Leakage.	When received on board	From what Place received.	Mark of each Cask.	Whether Iron or Wood bound.	Where stowed	When surveyed	By whom surveyed.
	Not to be inserted by the General Name of defective Cask, but to mention the particular Defect or Occasion, and whether by bad Stowage or not.							

N° (3.) Form of a Report on a Survey of the Contents of Pieces of Beef or Pork in a Cask.

Number of Pieces told out upon Survey.	Number of Pieces marked on the Cask.	Number of Pieces short of the Contents.	Number of pieces more than the Contents.	When Opened.	When Received.	From what Place received.	Mark of the Cask.	By whom surveyed.

N°. (4.) Form of Keeping a LIST of Supernumeraries.

The Title to expreſs what they are, and by what Order received on Boad.

N°.	Entry.	Year.	From what Place or Ship received.	Names.	D or DD	Diſcharge	Year.	To what Place or Ships diſcharged.	No. of Days Victualled.	At what Allowance.	

N° (5.) Form of a Short-Allowance Liſt.

A Liſt of all the Officers and Men belonging to His Majeſty's Ship the as well ſuch as are Sick on Shore, Diſcharged or Dead, as ſuch as are actually on Board, beginning Short-Allowance the of and ending the of of the Nature and Kinds under-mentioned, *viz.*

										No. of Days.	Rate *per Diem.*	Sum.	
No on Ships Books.	Mens Names	Quality.	Entry for the Time of this Liſt.	D D D or R	Diſcharge for the Time of this Liſt.	To Deduct for any that may within the Time be Abſent, either by Sickneſs on Shore, or otherwiſe.		Sum due to each Man for Short Allowance.	Solving Column	To whom Paid.			
						When went from the Ship.	When Returned.						

[39]

N° (6.) Advice's *SLOP-BOOK.*

N°

Received at *London* of Mr. *Tho. Blackmore* Bales of *Slop-Cloaths*, containing, *viz.*

							s.	d.	l. s. d.
Invoice of Bales ---	N° 1.	Strip'd Ticken Waſtcoats—	6		at	5	6	each	1 13 0
		Strip'd Ticken Breeches —	6	pair	at	4	0	*p.* pair	1 4 0
		Shrunk Grey Kerſey Jackets	6		at	10	0	each	3 0 0
		Kerſey Waſtcoats ———	6		at	5	0	each	1 10 0
		Kerſey Breeches ———	6	pair	at	5	0	*p.* pair	1 10 0
		Shag Breeches ———	6	pair	at	9	0	*p.* pair	2 14 0
		Shirts ———	144		at	3	6	each	25 4 0
		Drawers ———	48	pair	at	2	0	*p.* pair	4 16 0
		Trowſers ———	48	pair	at	2	0	*p.* pair	4 16 0
		Stockings ———	48	pair	at	1	9	*p.* pair	4 4 0
		Shooes ———	48	pair	at	4	0	*p.* pair	9 12 0
		Braſs Buckles ———	48	pair	at	0	3	*p.* pair	0 12 0
		Mill'd Woollen Caps ——	24		at	0	10	each	1 0 0
		Yarn Caps ———	24		at	0	8	each	0 16 0
		Wrapper ———	1						0 3 0
									62 14 0

N°

Received at *London* of Mr. *Wm. Franklyn* Bales of *Slop-Cloaths*, containing, *viz*t.

N°

							s.	d.	l. s. d.
Invoice of Bales ---	N° 1.	Pea Jackets ———	6		at	9	6	each	2 17 0
		Under Waſtcoats ———	6		at	4	6	each	1 7 0
		Kerſey Breeches ———	6	pair	at	4	6	*p.* pair	1 7 0
		Shirts ———	144		at	3	2	each	22 16 0
		Trowſers ———	48	pair	at	1	10	*p.* pair	4 8 0
		Caps ———	24		at	0	7	each	0 14 0
		Stockings ———	48	pair	at	1	6	*p.* pair	3 12 0
		Wrapper ———	1		at				0 3 0
									37 4 0

N° (7.)

An Account of Slop-Cloaths, Beds, and Tobacco issued, as likewise Dead-Men's Cloaths sold at the Mast, on Board His Majesty's Ship Capt. Commander, between the and the *viz.*

Time when Issued	Year		Slop-Cloaths: Mr. *Francklin*	Slop-Cloaths: Mr. *Blackmore*	Dead Mens Cloaths	Beds	Tobacco.
			l. *s.* *d.*	*l.* *s.* *d.*	*l.* *s.* *d.*	*l.* *s.* *d.*	*l.* *s.* *d.*
12 *April*	1730.	To 2 Shirts and Ticken Waistcoat and a Bed	0 11 10			0 8 11	
14 *July*		To a Pair of Shoes and four Pounds of Tobacco	0 3 8				0 6 4
9 *Sept.*		To a Frock and Trowsers		0 7 6			
30 *Nov.*		To a Waistcoat, Breeches, and Hose of *Benjamin Jacobson*, D. D.			0 10 0		
			0 15 6	0 7 6	0 10 0	0 8 11	0 6 4

No. 13. *Edward Smith.*

No. 37. *Henry Bend.*

At the End of the Slop-Book to insert,

N° (8.) An Account of Cloaths ſold at the Maſt, belonging to *Benjamin Jacobſon*, &c. viz.

When Sold.	No. on Ship's BOOKS	To whom Sold.	Species.	Sum. l.	s.	d.
30. *Nov.* 1730.	5	*John Jones*	To a Waſtcoat, a Pair of Breechees and Hoſe	0	10	0
	13	*Edward Smith*	To	1	05	0
	37	*Henry Bend.*	To	0	12	0
				2	7	6

No. (9.)

Form of a PAY-BOOK.

No.	Time of Entry and where.	Time of Year	Time of Appearance.	Whether a Voluntier or Preſt, and Whence	No. and Letter of Tickets	Mens Names	Quantity.	DD D or R	Time	Year	Whether or what Reaſon.	Straglings.	Front of Leidger	Neglect	Slopſellers Cloaths ſupplied by		Cloaths in Sick Quarters.	Dead Mens Cloaths.	Beds.	Tobacco.	2 Months Advance or 2 Months in Six	Cheſt at Chatham	Greenwich Hoſpital	Full Wages		Nett Wage	When Paid.	To whom Paid.

[44]

Form of a L I S T for Payment of Two Months Wages in advance to Voluntiers.

A L I S T of such Seamen and able-bodied Landmen, as have Entered voluntarily to serve on Board His Majesty's Ship from the to this Day of and are thereby intituled to receive Two Months Wages in Advance before the Ship goes to Sea, *viz.*

No.	Mens Names.	Quality.	Time of Entry.	With whom Enter'd.	At what Place.	Solving Column	Sum Paid	To whom and when Paid

Form of a Liſt for Payment of Two Months Wages in Six to inferior Officers and Seamen.

A Liſt of the inferior Officers and Seamen belonging to His Majeſty's Ship the to their Receiving Two Months Wages in Six.

No	Mens Names	Quality.	From what Place or Ship they laſt came, at entring into this Ship.	Time of Entry.	In the former Ship.					Time of Service in this Ship.	Sum advanced before in this Ship.	Solving Column	Sum Paid.	To whom and when Paid.
					Quality.	Entry.	Diſcharge.	Time.	Money advanced more than was Earned.					
									l. s. d.	*MS. W. Ds.*	*l. s. d.*			

M

The Form of a SICK-BOOK.

An Account of Men put Sick on Shore (or on Board Hoſpital Ships) from His Majeſty's Ship between the Day of and the Day of *viz.*

Place where put Sick on Shore, (or Name of the Hoſpital Ship)	Time When	No. on the Ship's Book.	Mens Names	Dſq DD R or Returned	Time When.	No. of Days Abſent

Dent

Cl of the Acts.